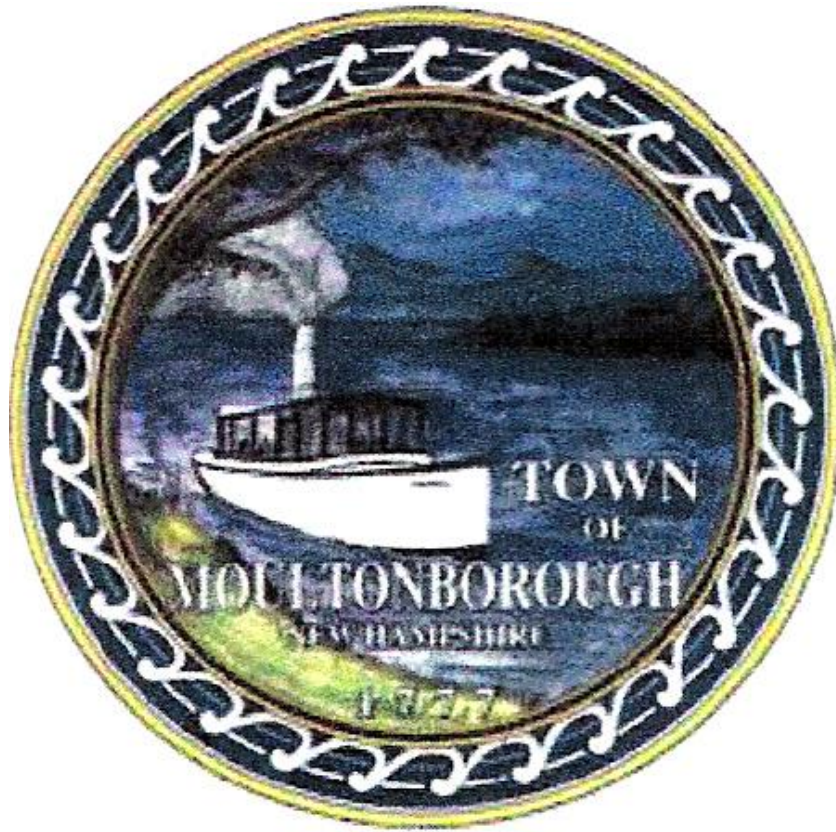


# Town of Moultonborough



Safety Program  
Revised as of:  
**February 5, 2019**

# **Safety Program Table of Contents**

1. INTRODUCTION
2. MANAGEMENT STATEMENT OF COMMITMENT
3. RESPONSIBILITIES
  - Management
  - Supervisors
  - Employees
  - Safety Coordinator/Director
4. JOINT LOSS MANAGEMENT COMMITTEE
  - Organization
  - Duties and Responsibilities
5. SAFETY RULES AND REGULATIONS
6. DISCIPLINARY POLICY
7. ACCIDENT/INCIDENT REPORTING
8. TRAINING REQUIREMENTS FOR SAFETY AND HEALTH
9. EMERGENCY EVACUATION AND RESPONSE PLANS
10. SAFETY AND HEALTH COMMUNICATIONS
11. WORKPLACE VIOLENCE
12. CHAPTER 281-A WORKER'S COMPENSATION SECTION 281-A:64
13. LAB 600 RULES/SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES
14. SAFETY SUMMARY FORM
15. SAFETY AND HEALTH PROGRAM UPDATE LOG
16. SAFETY & HEALTH ASSISTANCE RESOURCES

## 1. INTRODUCTION

The welfare and safety of our employees are of prime concern to the elected officials and management in the Town of Moultonborough. Accidents result in unnecessary pain and suffering, loss of wages and, all too often, some measure of disability. Therefore, it is the policy of the Town of Moultonborough to provide and maintain safe and healthful working conditions and to require safe work practices.

To assure that our best efforts consistently go toward the prevention of accidents, the Board of Selectmen establishes herein a comprehensive joint loss management policy and the procedures to implement that policy.

The following premises form the foundation of the Town of Moultonborough Loss Prevention Program. Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Every employee desires and has the right to a workplace free from occupational safety and health hazards. It is the intent of the Town of Moultonborough that ALL employees work in a safe and healthful environment. Through the Moultonborough Joint Loss Management Committee (JLMC), formed as part of this policy, the Board of Selectmen strives to seek the active participation of all town employees. In turn by actively supporting the JLMC, each employee helps make certain that their work environment is safe, healthful and watchful of unsafe conditions.

Each employee is hereby challenged and charged to:

1. Take a proactive role in establishing safe work practices and a safe work environment,
2. Monitor and report and all unsafe conditions, and,
3. To create, encourage and support concern for self and others as a way of life.

## 2. MANAGEMENT STATEMENT OF COMMITMENT

The Town of Moultonborough values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, the Board of Selectmen recognizes certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and “quick fixes.”

4. That the Town of Moultonborough will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

As an employee of Town of Moultonborough, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!

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Jean M. Beadle, Chair  
Board of Selectmen

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Kevin D. Quinlan, Selectmen

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Christopher P. Shipp, Selectmen

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Joel R. Mudgett, Selectmen

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Russell C. Wakefield, Selectmen

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Date

### 3. RESPONSIBILITIES

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimums and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

#### I. Board of Selectmen and Town Administrator shall

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process as necessary.
- C. Clearly communicate with all members of the organization. Emphasize that Safety is a primary value of the organization, the program is a joint effort among all parties and engaged, motivated participation by everyone is critical to the program's success.
- D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
  - 1. Funding - safety equipment; personal protective equipment; training courses and materials.
  - 2. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
  - 2. Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs.
  - 4. Support - encourage acceptance by everyone.
  - 5. Other, as needed.
- E. Respond, in writing, to recommendations made by the Joint Loss Management Committee.
- F. Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/ injury investigation adequate to carry out the committee's responsibilities.
- G. Ensure that contractors follow all appropriate safety and health standards.

#### II. Department Heads and Supervisory Personnel

Department Heads and Supervisors are our leaders, whether first line or the head of the department they play an essential role in the success of our organization. They have the authority and share the responsibility for a number of tasks, including the following:

Department Heads and Supervisory Personnel shall

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures and disciplinary consequences as they relate to the safety process.
- C. Exhibit leadership, provide guidance and set the tone for safe behavior. Supervisory staff should always listen and respond to any safety concerns brought forward by/from employees.
- D. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance competencies and areas for improvement.

III. Employees

As members of the organization, employees are expected to exhibit safe behaviors and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers. Employees are also strongly encouraged to bring safety concerns forward to their immediate supervisors and department heads.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions and apprise the supervisor of actions taken.

- D. Understand and observe all personnel and work rules, policies, and procedures.
- E. Wear required personal protective equipment, including seat belts.
- F. Operate only machines and equipment that they have been formally trained to operate.
- G. Follow all accident reporting procedures.

#### **4. JOINT LOSS MANAGEMENT COMMITTEE**

##### **I. Organization of Committee**

###### **A. Size**

The JLMC is comprised of at least an equal number of representatives from both management and employee ranks. The size of the committee should generally range from six (6) to ten (10).

###### **B. Membership and Structure:**

Selection is by employees for their representation and by the Town Administrator for management representation. The membership of the JLMC will strive to keep all major departments of the Town represented at all times.

The Chairman will rotate, between management and employee representatives. The Chairman will be elected from among the membership of the JLMC. Meetings will be held at least quarterly throughout the year and more often, as necessary, to carry out the required functions of the JLMC.

###### **C. Sample Agenda**

1. Call to order.
2. Attendance.
3. Introduce any visitors, if applicable.
4. Review/approve minutes of previous meetings.
5. Review any new rules or regulations issued since last meeting, and/or any correspondence received.
6. Address any unfinished business.
7. Review any noted safe practices, behaviors, or ideas.

8. Review all personal and property accidents and “near misses” and define preventive measures to be taken.
9. Discuss safety inspections and recommendations to be submitted to the employer.
10. Bring up new business. Include any outside programs of interest.
11. Adjourn the meeting. Indicate date, time, and location of next meeting.

## II. Duties and Responsibilities

The duties of the committee are to advocate safety, values, procedures, policies and programs. Also, the JLMC is charged to create and distribute a policy statement to all employees. Further, the committee must maintain clearly established goals and objectives and disseminate them to employees. Workplace accidents and injuries must be reviewed to assist with establishing goals and objectives. Provide an open forum for free discussion of both accident problems and preventive measures. Establish specific safety programs. During the inspections, discover unsafe conditions and practices, and determine their remedies. Instruct those in an affected work area how to recognize, control and eliminate unsafe conditions and practices. Ensure that the required training and familiarization is provided for all employees, so they may perform their work in a safe and healthy manner. Assist with the identification of temporary, alternate tasks.

## 5. SAFETY RULES AND REGULATIONS

In order for all employees to understand their responsibilities for safety and health, it is very important that the Town of Moultonborough, its supervisory personnel and the Joint Loss Management Committee take a proactive approach to implementing the applicable statutes, rules and standards. Employees will be informed of applicable statutes, rules and standards through a variety of method that shall include, but shall not be limited to, verbal and written communications, and training sessions.

Examples of the applicable statutes, rules and standards include:

### **PUBLIC SECTOR:**

- [Lab 1400 rules, Administrative Rules for Safety and Health](#)
- [Lab 600 rules, Safety Programs](#)
- [RSA 277, Safety & Health of Employees](#)
- [RSA 277A, Employees Right to Know](#)
- [RSA 281-A:64, Safety Provision](#)

**Enforcement agency: New Hampshire Department of Labor (NH DOL)**

Areas in which the public employers should develop an effective safety and health program can be found in the [Lab 1400](#) rules and the [Town of Moultonborough Personnel Policy and Procedures Manual](#) as revised. Each of the documents are hyperlinked above and may be obtained in hard copy through the appropriate department head within your department.



## **6. DISCIPLINARY POLICY**

Individual employees are subject to the disciplinary procedures governed by the Town Personnel Policy manual and/or applicable collective bargaining contract. The Town's Personnel Policy Manual and collective bargaining contract are available on the Town's Internet.

## **7. ACCIDENT/INCIDENT REPORTING**

When there is any question whatsoever about the seriousness of any injury, employees should dial 9-1-1.

Regardless of magnitude, all incidents or injuries shall be reported immediately to the employee's supervisor. All injuries shall be reported within twenty-four hours of the injury, the employee shall notify their Supervisor or in his/her absence the Town Administrator or HR Manager. Injuries, other than minor cuts or scratches shall be assessed and treated by an appropriate medical provider. Every supervisor shall record in sufficient detail and shall report or cause to be reported to the Department of Labor any injury sustained by an employee in the course of employment as soon as possible, but no later than 5 days after the employer learns of the occurrence of such an injury. (See Administrative Regulation #12 available in each department and on line as issued by the Town Administrator for further details).

Forms for reporting injuries may be found on the Town website under employee forms or may be obtained by contacting the Town manager's Office, Finance Director or Human Resources Manager.

## **8. TRAINING REQUIREMENTS FOR SAFETY AND HEALTH**

### **PHYSICAL EXAMINATION**

Prior to employment, the potential employee may be required to pass a physical examination by a physician. The examination must relate to the employee's pending position.

A signed physician's statement agreeing that the potential employee is physically capable of doing the work must be delivered to the Board of Selectmen for placement in the employee's medical file.

Physical examinations outlined in this section shall be taken at the expense of the Town of Moultonborough and shall generally be completed at a town designated occupational health facility.

Appropriate psychological tests may be administered for specific positions.

### **TRAINING**

#### **INITIAL TRAINING**

Employees will receive links to the Personnel Policy Manual and Written Safety Plan through the Internet and are required to review and follow all department safety rules and regulations as well the training requirements for their jobs as described more fully in their job descriptions. No-one can

work with any hazardous equipment, or with any hazardous materials until they have been properly trained per department policy.

## CONTINUING EMPLOYEE EDUCATION AND TRAINING

Employees are encouraged to participate in training relevant to their job description from approved sources. While the Town of Moultonborough will make every effort to accommodate as many employees as possible, management reserves the right to prioritize training on a first come, first serve basis. The individual Department shall maintain training record files for each employee and copies shall be provided to the town administrator's office to be securely maintained as a part of personnel records as well.

The Town of Moultonborough will generally provide at least one employee safety training session per year. The content of the instruction shall be determined by the JLMC.

## 9. EMERGENCY EVACUATION AND REPSONSE PLANS

Each Town facility shall have a written Emergency Evacuation and Emergency Response Plan that has been developed by the Department Head and approved by the Board of Selectmen. The plans shall be coordinated with the Town's Emergency Operations Plan and the Evacuation Plan shall be posted where employees may examine the plan at any time. Supervisors shall provide initial training on the plans when training new employees and an annual review of the plan shall be conducted with each department.

For all Emergencies requiring Fire or Ambulance services, personnel shall dial 9-1-1

For instances of hostile persons within a building or office, activation of "panic alarm" shall be used and personnel should follow department and building specific guidelines for handling these type of incidents.

In the event of a fire alarm or evacuation, department heads and or supervisors shall be responsible for ensuring the complete evacuation of their facilities and the accounting for all personnel working in the building at the time of the incident. The accounting or reporting of missing personnel shall be made to the first arriving emergency first responder.

## 10. SAFETY AND HEALTH COMMUNICATIONS

The key to success of any safety & health program is an open line of communication between employees and management. The Town program encourages employees to suggest safety and health changes to management and JLMC members, to notify management of any unsafe conditions or equipment, and to actively participate on safety committees.

Ways in which the Town attempts to keep employees informed on issues of safety & health Include but are not limited to:

- Providing all employees with access to the safety program on the Town Website;
- Posting information such as notification of JLMC meetings and the minutes of the meetings;
- Using Safety & Health signs and Posters;
- Having an Annual Safety and Health Fair with our Employees and Risk Management Partners

The Town of Moultonborough will generally conduct at least one employee safety training session per year. Employees will receive notification of these training session in advance by written notice included in their payroll checks and/or postings within each individual department.

Postings of safety and health posters shall be posted in employee information areas at each Town facility.

## **11. WORKPLACE VIOLENCE**

Workplace violence can strike anywhere, anytime, and no one is immune. Employees must be able to recognize the high risk behaviors.

***“No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances”.***

***~ NIOSH Director Linda Rosentock, M.D., M.P.H.***

### **A. WHO IS AT RISK OF WORKPLACE VIOLENCE?**

**Factors that may increase the risk of violence for some workers are: *exchanging money with the public, working alone or in isolated areas, and working after hours in the evening.***

### **B. HOW TO REDUCE THE RISK:**

1. ***Assessing the workplace, identify methods for reducing the risk.*** Implement engineering controls, administrative controls and training the employees to recognize dangerous situations and de-escalate the situation whenever possible.
2. ***Engineering Controls:*** prudent cash-handling policies such as physical separation of workers from customers, good lighting, security devices, and any other controls to discourage would-be assailants.
3. ***Administrative controls:*** Establish policies and work practices aimed at maintaining a safe working environment which covers all workers, clients, visitors and anyone else who can come in contact with employees.
4. ***Training*** employees to anticipate, recognize and respond to conflict and potential violence in the workplace

### **C. Public Sector: Offices**

**Each department shall review their work areas and develop a plan to meet their needs recognizing there may be some need for variation based on the work setting and type of services offered. Items to consider include but are not limited to:**

1. Clerk's counter should be at a height even to customer.

2. Physical barrier separating customers and clerks with wide counter space between customer and clerk.
3. No swinging doors to allow intruders behind the work environment.
4. Proper lighting in hallways, and parking lots.
5. In cooperation with the police department, each town facility will receive a site assessment and safety plan.
6. The police department will work to stay current with best practices in personnel employee and site safety such as ALICE, ALERRT and CRASE training. The police department or their designee will provide this training to current employees as new practices emerge and to incoming employees as part of their orientation program with the town.

## **12. CHAPTER 281-A WORKERS' COMPENSATION Section 281-A:64**

### **281-A:64 Safety Provisions; Administrative Penalty. –**

I. Every employer shall provide employees with safe employment. Safe employment includes but is not limited to furnishing personal protective equipment, safety appliances and safeguards; ensuring that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees. For the purposes of this section, "employer" shall include railroads, even if the employees of such railroads receive compensation for work injuries under federal law rather than RSA 281-A.

II. All employers with 15 or more employees shall prepare, with the assistance of the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

III. Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.

IV. Employers subject to the requirements of paragraph III, other than employers participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections.

V. Notwithstanding paragraphs III and IV, an employer of 15 or more employees may satisfy the requirements of those paragraphs if such employer implements an equivalent loss management and safety program approved by the commissioner.

VI. The commissioner, in conjunction with the National Council of Compensation Insurance (NCCI), shall develop a list of the best and worst performers based on the experience modification factors promulgated by NCCI. The list shall include the top 10 lowest experience modification employers. The commissioner shall publicly recognize these low experience modification employers by presenting them with an award at the department's annual workers' compensation conference. The list of the top 10 highest and lowest experience modification employers shall be provided to the advisory council. The department shall review any specific claim against any employer listed in the top 10 highest experience modification list in conjunction with the safety program on file with the commissioner.

VII. In order to assist self-insurers in developing experience modification factors, self-insurers may submit the appropriate statistical information to the National Council of Compensation Insurance for calculating experience modifications.

VIII. The commissioner may assess an administrative penalty of up to \$250 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be deposited in the general fund.

IX. [Repealed.]

**Source.** 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I, eff. Jan. 1, 2013.

### **13. LAB 600 RULES/SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES**

#### **CHAPTER Lab 600 SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES**

##### **REVISION NOTE:**

Document #5909, effective 10-13-94, made extensive changes to the wording, format, structure, and numbering of rules in Chapter Lab 600. Document #5909 supersedes all prior filings for the sections in this chapter. The prior filings for former Chapter Lab 600 include the following documents:

[Source.](#) #5372, eff 4-14-92

#### **PART Lab 601 DEFINITIONS**

Lab 601.01 "Employer representative" as used in RSA 281-A: 64 III means any individual who serves as the management member of the joint loss management committee and who has the authority

delegated by the employer to use his/her judgment in the interest of the employer to take the following actions:

- (a) Hire;
- (b) Transfer;
- (c) Suspend;
- (d) Lay off;
- (e) Recall;
- (f) Promote;
- (g) Discharge;
- (h) Assign;
- (i) Reward;
- (j) Discipline;
- (k) Direct them; or
- (l) Adjust grievances or effectively to recommend such actions.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

## PART Lab 602 SAFETY PROGRAMS

Lab 602.01 Program Requirements. As set forth in RSA 281-A: 64, II, the written safety program shall include the following:

- (a) The components required by Lab 603.03(g);
- (b) The process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program;
- (c) Provision(s) for the commitment of adequate resources solely for safety;
- (d) Provision(s) for medical services, emergency response, first aid, and accident reporting and investigation; and
- (e) Provision(s) for review of the current written safety program by all employees.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 602.02 Filing Procedures. To carry out the intent of RSA 281-A: 64, II, a summary of the above written safety program shall be filed with the commissioner of labor on a biennial basis by January 1<sup>st</sup> by submitting Safety Summary Form No WCSSF pursuant to Lab 515.16.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94; ss by # #6735, eff 4-23-98; ss by #8592, eff 3-24-06

## PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES

Lab 603.01 Purpose. To carry out the purpose of RSA 281-A: 64, a joint loss management committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

### Lab 603.02 Establishment of Joint Loss Management Committee.

- (a) Pursuant to RSA281-A: 64, III, all employers of 5 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives as follows:
- (1) The size of the joint loss management committee shall be determined as follows:
    - a. Employers with 20 or fewer employees shall have a minimum of 2 members; and
    - b. Employers with more than 20 employees shall have a minimum of 4 members;
  - (2) Employee representatives shall be selected by employees;
  - (3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
  - (4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group of employees not represented shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group; and

- (5) Committee members shall be representative of the major work activities of the employer
- (b) An employer's auxiliary, mobile or satellite location, may be combined into a single, centralized joint loss management committee when an employer owned/leased facility is physically and/or geographically separated from the employer's primary facility such as would be found in construction operations, trucking, branch or field offices, sales operations or highly mobile activities, which shall represent the safety and health concerns of all locations.
- (c) A joint loss management committee shall be located at each of the employer's primary places of employment at a major economic unit at a single geographic location comprised of a building or group of buildings and all surrounding facilities. The location shall have both employer and employee representatives present, control of a portion of a budget, and the ability to take action on the majority of the recommendations made by the joint loss management committee.
- (d) Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee. To carry out the intent of RSA 281-A: 64, the joint loss management committee shall:

- (a) Meet at least quarterly to carry out their duties and responsibilities.
- (b) Keep minutes of meetings which shall be made available for review of all employees;
- (c) Elect a chairperson, alternating between employee and employer representatives;
- (d) Develop and disseminate to all employees a committee policy statement;
- (e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- (f) Review workplace accident and injury data to help establish the committee's goals and objectives;
- (g) Establish specific safety programs which include, but are not be limited to, the following:
- (1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
  - (2) Provisions for health and safety inspections at least annually for hazard identification purposes;



- (3) Performance of audits at least annually regarding the inspection findings; and
- (4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- (h) Assist with the identification of necessary safety and health training for employees; and
- (i) Assist with the identification and definition of temporary, alternate tasks.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.04 Duties and Responsibilities of the Employer. To carry out the intent of RSA 281-A: 64, the employer shall:

- (a) Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes,
- (b) Pay any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, at his/her regular rate of pay for all time spent on such activities; and
- (c) Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

## APPENDIX

RULE	STATUTE
Lab 601	RSA 281-A: 64
Lab 602	RSA 281-A: 64
Lab 603	RSA 281-A: 64

## 14. SAFETY SUMMARY FORM (MOST RECENT SAFETY SUMMARY FORM) SAFETY SUMMARY FORM (2018)

Town of Moultonborough  
P.O. Box 139, 6 Holland Street,  
Moultonborough, NH 03254

CONTACT PERSON: Walter Johnson, Town Administrator

PHONE: 603-476-2347

EMAIL: [wjohnson@moultonboroughnh.gov](mailto:wjohnson@moultonboroughnh.gov)

NUMBER OF N.H. EMPLOYEES: -100 including full time, part time & per diem during the year

NATURE OF BUSINESS: Local Government

FED. ID. # 02-6000574

1) List potential safety and health hazards of your company. (Example: burns, trips/falls, or violence, etc.) Hazards associated with activities, facilities, and equipment used in providing a full range of Town government services including Administration, Tax Collector, Town Clerk, Assessing, Land Use, DPW, Police, Recreation and Fire. The most typical potential safety & health hazards include: Lifting injuries, slips, trips & falls, infectious exposure, strains, sprains, struggles, cuts, repetitive motions, ergonomic issues, etc. Accidents and losses are reviewed as part of our annual JLMC action plan and at meetings throughout the year.

2) List the members of your company's joint loss management committee by name and job title. Please indicate which members represent the employer and those which represent employees and identify chairperson. There should be equal representation between management and employees or more employees than management representation.

<b>Town Department</b>	<b>Management</b>	<b>Employee</b>
Administration	Walter Johnson, Town Administrator	
Assessing		Carol Fucarile, Executive Assistant
DPW	Ken Filpula, Supervisor	Scott Sorell, Mechanic
Fire		Kelly Marsh, Office Clerk
Police	John Monaghan, Chief	Vacant, Police Officer
Recreation	Dan Sturgeon, Assistant Recreation Director, Chair	

The Human Resources Manager attends to take minutes and acts to assist the Committee in research and follow up as needed. Other employees are encouraged to attend as needed and based on workload and assignments.

3) Specify your emergency response procedures. (Example: call manager; call 911; transport injured employee, etc.)

Emergency evacuation plans are posted in various offices and conference rooms, responses include, but are not limited to, having emergency panic buttons that go directly to the police department or calling 911.

- 4) Identify person(s) by name and title qualified to take corrective actions on safety and health hazards, conduct on-site inspections, and responsible for employees' safety training.

Town Administrator – Walter Johnson is responsible for issuing town wide Safety and Health instructions through administrative regulation or at the direction of the Select Board. The Joint Loss Management Committee for the Town, under the leadership of the Chair, Dan Sturgeon, is responsible for recommending general safety policies and procedures. All department heads are responsible for the health and safety of the employees in their respective departments. Current Town department heads include: Town Administrator Walter Johnson, Finance Director Heidi Davis, Assessor Josephine Belville, Planner Bob Ward, Town Clerk Barbra Wakefield, Tax Collector Susette Remson, DPW Director, Chris Theriault, Police Chief John Monaghan and Fire Chief Dave Bengtson.

- 5) Indicate your policy to communicate safety and health concerns with the activities of sub-contractors or outside service providers, when, or if utilized. (Example: are they in compliance with OSHA Regulations? Do they have workers' compensation coverage?)

All outside contractors report to the various offices during regular business hours when entering each facility. Any safety or health concerns that could potentially affect them are communicated at that time. Further, safety related issues are identified and communicated as needed within various requests for bids, requests for proposals as part of standard conditions of the contracts. Compliance with applicable standards is required. The department overseeing the project typically handles contract administration and interacts with the contractors throughout the course of the contract.

- 6) Summarize your disciplinary policy with regard to violations of your safety and health policies.

The town follows progressive disciplinary policies as contained within town wide rules and regulations and a separate collective bargaining contract. Disciplinary action can range from a verbal reprimand to termination depending on the nature and/or frequency of the violation.

- 7) Summarize your policy for providing adequate resources dedicated to safety including providing safety training, posting minutes of the JLMC meetings, providing access to your safety and health manual, and when required, providing personal protective equipment. Safety begins with identification of issues via chain of command, discussions based on incidents brought to the attention of JLMC and a review of best practices. The Town wide Joint Loss Management Committee develops a plan to address various safety related issues identified within the Town. Issues warranting immediate corrective action are taken based on the nature and potential severity of the issue involved. Items are also brought forward to department heads, the Town Administrator and Select Board during the annual budgetary process. Issues and items are addressed through this process based on the nature and the severity of the issues involved. The Town is also insured through Primex. They provide a loss prevention consultant who attends our Joint Loss Management Prevention Committee meetings as needed.

Policies are regularly communicated through various means including internet, email and hard copy communications. Each member of the respective Joint Loss Management Committees is also charged with the responsibility of furthering effective 2-way communication of safety issues and policies and procedures issued. All Safety related policies and issues are available for all employees to view. In addition, policies and procedures are maintained in key locations including the Town Administrators Office, and at various town departments. The town Joint Loss Management Committee Actions are also regularly reviewed with the department head meetings and at staff meetings held in various locations throughout the town.

## 15. SAFETY AND HEALTH PROGRAM UPDATE LOG

Per Lab 602.01 (f) Provision(s) for review and update of the written safety program by an employer representative at least every 2 years; and (g) Provision(s) for a signature of the above employer representative which shall include the date the program was reviewed and updated.

Town of Moultonborough  
6 Holland Street,  
Moultonborough, NH 03254

SAFETY AND HEALTH PROGRAM  
LAST REVIEW DATE or REVISION DATE:

\_\_\_\_\_  
AUTHORIZED SIGNATURES

\_\_\_\_\_  
TITLE

## 16. SAFETY & HEALTH ASSISTANCE RESOURCES

<p><b>New Hampshire Department of Labor</b> 95 Pleasant Street Concord, NH 03301 Telephone: 603-271-3176 <a href="https://www.nh.gov/labor/">https://www.nh.gov/labor/</a></p>	<p><b>National Safety Council of Northern New England</b> New Hampshire &amp; Vermont 2 Whitney Rd., Suite 11 Concord, NH 03301 Phone: (603) 228-1401 Fax: (603) 230-9795 <a href="mailto:info@nscnne.org">info@nscnne.org</a></p>
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